



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-HR

AUG 23 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison Mannheim Command Policy # 1, Command Policy Memorandums

1. **Reference:** AR 25-50, Preparing and Managing Correspondence.
2. **Purpose:** To establish a standard format for all United States Army Garrison (USAG) Mannheim Command Policy Memorandums.
3. **Overview:** This memorandum provides guidance for the preparation and issuance of USAG Mannheim Policy Memorandums.
4. **Procedures:**
 - a. The Directorate of Human Resources (DHR) Executive Services Officer will coordinate all USAG Mannheim Policy Memorandums.
 - b. Each Directorate will develop, update, and change policy memorandums that affect the Mannheim area.
 - c. Each Directorate will brief the Garrison Commander on policy memorandums that require the Commander's signature.
 - d. Each Directorate will provide the DHR Executive Services Officer a signed file copy of the policy memorandum for publication.
 - e. Each Directorate will develop a policy memorandum file and ensure that all personnel within their directorate are familiar with all Garrison policy memorandums.
 - f. All existing policy memorandums will be forwarded to the DHR Executive Services Officer to be reviewed, numbered, and returned to the Directorate. All existing policies not reviewed and numbered will be rescinded. Command Policy Memorandums will be published in a consecutively numbered series starting with 1. When memorandums in a published series are rescinded, the numbers of other memorandums in the series remain unchanged.

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g. Memorandums will be posted to the USAG Mannheim web site in PDF format. Policies bearing my signature will have no expiration date. They will be updated and replaced as necessary and will become obsolete on change of command.

5. The proponent for this policy is the USAG Mannheim DHR Executive Services Officer, DSN 385-3766.


JEFFREY FLETCHER
LTC, AG
Commanding

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